



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**A G E N D A**

**I-AJENDA**

**DATE / DATUM / UMHLA : 30 SEPTEMBER / SEPTEMBER  
2020**

**VENUE / PLEK / INDAWO : VIRTUAL**

**TIME / TYD / IXESHA : 10:00**

## **MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND**

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

**25 September 2020**

### **NOTICE TO ALL ALDERMEN AND COUNCILLORS**

**NOTICE IS HEREBY GIVEN** that, due to the Covid-19 lockdown, an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held by means of a virtual platform on **WEDNESDAY, 30 SEPTEMBER 2020** at **10:00** of which the agenda will be available on the Overstrand Website ([www.overstrand.gov.za](http://www.overstrand.gov.za)).

**C GROENEWALD**  
**MUNICIPAL MANAGER**

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**25 September 2020**

### **KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE**

**KENNIS WORD HIERMEE GEGEE** dat, weens die Covid-19 inperking, 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word by wyse van 'n virtuele platform op **WOENSDAG, 30 SEPTEMBER 2020** om **10:00** welke agenda op die Overstrand Webtuiste beskikbaar sal wees ([www.overstrand.gov.za](http://www.overstrand.gov.za)).

**C GROENEWALD**  
**MUNISIPALE BESTUURDER**

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**25 Septemba 2020**

### **ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

### **INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba, ngenxa yokuvalwa okubangelwe yintsolongwane i-Covid-19, intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, izakubanjwa ngeqonga elibonakalisayo **NGOLWESITHATHU UMHLA, 30 SEPTEMBER 2020** ngeye-**10:00** Apho i-ajenda iya kufumaneka kwiwebhusayithi ye-Overstrand.

**C GROENEWALD**  
**UMPHATHI KAMASIPALA**

**AGENDA/...**

**1. OPENING**

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

**3. CONFIRMATION OF MINUTES**

3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 26 August 2020 at 10:00**

**4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR / DEPUTY EXECUTIVE MAYOR**

**5. REPORT OF THE JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE (JAPAC) TO THE OVERSTRAND MUNICIPAL COUNCIL**

**3/2/3/12**

**DC Van Der Heever  
10 September 2020**

**(028) 313 5035**

**Internal Audit Services**

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**1. Executive Summary**

The purpose of the report is to present Council with the Reports of the Joint Audit and Performance Audit Committee (JAPAC) in terms of the reporting requirements as per paragraph 3 of the JAPAC Charter, approved by Council on 21 May 2017.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Office of the Municipal Manager  
Internal Audit Services

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

None

**5. Legal Requirements**

Section 166 of the Local Government: Municipal Finance Management Act, No 56 of 2003  
Regulation 14(4)(a) of the Municipal Planning and Performance Regulations  
Overstrand Municipality Joint Audit and Performance Audit Committee Charter

**6. Background/Discussion**

The reporting requirements as per the Joint Audit and Performance Audit Committee (JAPAC) Charter provides that the chairperson of the audit committee will report on a quarterly basis to the Overstrand Municipal Council on the operations of the Internal Audit Unit and the JAPAC.

**7. Financial Implications**

None

**8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations**

None

**10. Annexure**

Annexure A: Report 4 of the Joint Audit and Performance Audit Committee for the 2019/20 Financial Year

**RECOMMENDATION TO THE COUNCIL:**

that the report from the JAPAC to the Overstrand Municipal Council **be noted**.

**RESPONSIBLE OFFICIAL :****DC VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****30 SEPTEMBER 2020**

Date: 17 August 2020

To: The Overstrand Municipal Council  
c/o The Speaker – Alderman A Coetzee

Copied to:

- Members of the Joint Audit and Performance Audit Committee (for information)
- The Executive Mayor (for information)
- The Municipal Manager (for information)
- Chief Audit Executive (for information)

**REPORT OF JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE TO THE MUNICIPAL COUNCIL  
REPORT 4 OF 2019/20 FINANCIAL YEAR**

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**Reporting Requirement(s)**

In terms of paragraph 3.7 of the JAPAC Charter, the chairperson of the committee is required to report to the Overstrand Municipal Council on the operations of the Internal Audit unit and the Joint Audit and Performance Audit Committee/ Audit Committee. The report should include a summary of the work performed by Internal Audit and the Joint Audit and Performance Audit Committee/ Audit Committee against the annual work plan, issues, and related recommendations.

Attached, please find the following:

Annexure A: Report of the Joint Audit and Performance Audit Committee for the period 01 April 2020 to 30 June 2020.

Yours truly



**BURTON VAN STAADEN**

*Chairman of Joint Audit and Performance Audit Committee  
Overstrand Municipality*

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PO Box 285, CAPE GATE, 7562  
84c Barnard Street, BELLVILLE, 7530

ANNEXURE A

**OVERSTRAND MUNICIPALITY  
REPORT OF JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE TO THE MUNICIPAL COUNCIL  
REPORT 4 OF 2019/20 FINANCIAL YEAR**

**1. REPORT ON ACTIVITIES OF THE JAPAC**

During the period 01 April 2020 to 30 June 2020, the JAPAC convened one (1) meeting, namely:

- JAPAC Meeting held on 24 June 2020 (Virtual)

The attendance of JAPAC members at the meetings of the JAPAC was as follows:

<b>Member</b>	<b>JAPAC Meeting 24 June 2020</b>
Mr B van Staaden ( <i>Chairperson</i> )	Attended
Mr R Kingwill	Attended
Mr. M Mdludlu	Attended
Mr. G Serfontein	Attended
Ms. M Koekemoer	Attended

**2. REPORT ON INTERNAL AUDIT**

During the period 01 April 2020 to 30 June 2020 the following internal audit report(s)/ document(s) were presented by the Chief Audit Executive and considered by the committee:

<b>Meeting date</b>	<b>Internal Audit Reports</b>
24/06/2020	1. Division of Revenue Act
	2. Follow-up Audit re Armed Robberies (Susceptibility of armed robberies at municipal buildings)
	3. Evaluating Risk Management Process
	4. Lack of Disaster Management Function
	5. Limited Specialized Emergency Vehicle (Fire, Rescue and Disaster Management)
	6. Matters Struck from the Court Roll
	7. Salary & Wage increase audit memorandum

The JAPAC is satisfied that adequate remedial action is being implemented by management in instances where findings of fundamental or high significance has been reported.

**3. INTERNAL AUDIT STAFFING**

The JAPAC noted with concern that the Internal Audit Services is operating at 50% staffing.

**ANNEXURE A**

**OVERSTRAND MUNICIPALITY  
REPORT OF JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE TO THE MUNICIPAL COUNCIL  
REPORT 4 OF 2019/20 FINANCIAL YEAR**

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**4. RESOLUTIONS OF THE JAPAC**

Copies of the minutes of the JAPAC meeting will be forwarded to Council once the minutes has been approved by the JAPAC. The approved minutes of the JAPAC meeting will contain details of all resolutions of the JAPAC.

The following minutes of JAPAC meeting(s) has been approved during this reporting period and is hereby attached:

1. Minutes of JAPAC Meeting held on 03 March 2020 – **Annexure B**

**5. REPORT ON PERFORMANCE MANAGEMENT**

At the JAPAC meeting held on 24 June 2020, the following quarterly reports in respect of performance management were presented and considered by the JAPAC:

3 <sup>rd</sup> Quarter Reports (01 January 2020 to 31 March 2020)	1. Service Delivery and Budget Implementation Plan
	2. Internal Audit Report: Predetermined Objectives (Q3)

In reviewing the quarterly reports and the performance management system there were no material findings concerning the usefulness and reliability of the reported information. Where anomalies were identified, appropriate corrective action(s) were taken by management, as per Internal Audit Services recommendations, which included pro-active action by management to prevent a re-occurrence there-of.

**6. REPORT ON RISK MANAGEMENT**

At the JAPAC meeting held on 24 June 2020, the following quarterly reports in respect of risk management were presented and considered by the JAPAC:

Meeting dates	Risk Management Reports
24/06/2020	1. Risk Register as at 05 June 2020
	2. Risk Management Report for 2019/2020

The JAPAC noted the reports Risk Register and the progress with the Risk Management Report.



**ANNEXURE A****OVERSTRAND MUNICIPALITY  
REPORT OF JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE TO THE MUNICIPAL COUNCIL  
REPORT 4 OF 2019/20 FINANCIAL YEAR**

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**7. OTHER MATTERS**

The Covid-19 pandemic caused severe disruptions throughout the world and brings with it a lot of uncertainties. The ability of an organisations to continue operating as a going concern will be dependent on its ability to adapt to this changing environment. Management has assured the JAPAC that the Overstrand Municipality is able to continue operating as a going concern for the foreseeable future, however the JAPAC will continue to monitor this and encourage management to use this crises as an opportunity to adapt and innovate the organisation's business processes in order to create an organisation that will be more resilient and capable to deliver on its service delivery mandate into the future.

**8. NEXT MEETING**

The next meeting of the JAPAC is scheduled for 28 October 2020.

A Special JAPAC meeting for the review of the draft 2019/20 Draft Annual Financial Statements has been scheduled for 25 August 2020.

**END**



**MEETING OF THE JOINT AUDIT AND PERFORMANCE  
AUDIT COMMITTEE**

**VERGADERING VAN DIE GESAMENTLIKE PRESTASIE  
OUDIT EN OUDIT KOMITEE**

**MINUTES / NOTULE**

**DATE / DATUM:** 03 MARCH 2020  
(TUESDAY / DINSDAG)

**VENUE / PLEK:** COMMITTEE ROOM / KOMITEEKAMER  
(GLASKAS) MAGNOLIA HOUSE/ HUIS,  
CIVIC CENTRE / BURGERSENTRUM  
HERMANUS

**TIME / TYD:** 14:00 HRS



MINUTES OF THE MEETING OF THE **JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE (JAPAC)** HELD IN THE COMMITTEE ROOM (GLASKAS), CIVIC CENTRE, HERMANUS ON **TUESDAY, 3<sup>RD</sup> OF MARCH 2020 AT 14:00**

**1. OPENING BY CHAIRPERSON**

The Chairperson, Mr B Van Staaden, welcomed everyone present at the fourth JAPAC meeting in respect of 2019/20 financial year.

**2. APPLICATION(S) FOR LEAVE OF ABSENCE**

Apologies received from the following officials/ members:

1. Cllr A Komani (Management Services Portfolio)

**Persons present** - see the attached attendance register.

**3. STATEMENTS AND COMMUNICATIONS FROM THE CHAIRPERSON**

**The Chairperson indicated that:**

- He attended the council meeting where the Annual Report was tabled on the 2<sup>nd</sup> of January 2020.
- He also attended the formal evaluations of Municipal Managers and Directors on the 19<sup>th</sup> of February 2020.

**4. CONFIRMATION OF PREVIOUS MINUTES**

**4.1 21 August 2019: Special JAPAC meeting**

The JAPAC adopted the minutes of the JAPAC meeting dated 21 August 2019 as correct.

**4.2 19 November 2019: Ordinary JAPAC Meeting**

The JAPAC adopted the minutes of the JAPAC meeting dated 19 November 2019 as correct.

**5. MATTERS ARISING FROM THE PREVIOUS MINUTES**

There were no items arising from the previous minutes.

The Chairperson made a comment on the External Quality Assessment Review resulting in the following Action.

**Action Item 01 of 03 March 2020**

The Chairperson of the JAPAC requested that the report on the actions to be taken to address the findings on the External Quality Assessment Review be tabled in the JAPAC meeting every quarter.

**6. STANDING ITEMS**

**6.1. QUARTERLY BUDGET STATEMENT REPORT: SECOND QUARTER (OCTOBER 2019 – DECEMBER 2019) FOR THE FINANCIAL YEAR 2019/2020**

The Budget Statement Report was presented to the JAPAC, a few comments/ questions were raised.

- The JAPAC enquired about the cost containment and the context of the statement in the report that reads, "Overstrand Municipality does not budget to create savings", stating that the statement is incorrect.
- The Executive Mayor agreed that the wording of the statement is misleading.

The CFO gave an overview of the report and addressed the comments/ questions raised by the JAPAC.



#### RESOLVED

The JAPAC noted the Budget Statement Report: Second Quarter (October 2019 – December 2019) for the financial year 2019/2020.

#### 6.2 REPORT(S): SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

##### 6.2.1 Second Quarter Report (October 2019 – December 2019) for the financial year 2019/2020

The Director: Management Services gave an overview of the Second Quarter SDBIP report.

A few comments/ questions were raised and discussed with the Director: Management Services, pertaining to Organisational Performance Indicators [404 in total].

The JAPAC made a comment on the documents/ reports provided to the JAPAC in respect of SDBIP, where it was indicated and emphasised that the JAPAC does not need additional/ extra information in respect of the SDBIP, they only need information sufficient for the JAPAC to add value on and to ensure that there is sound governance in place. The JAPAC further added that **item 6.2.1 (Second Quarter SDBIP Report for the financial year 2019/2020)** was sufficient for the JAPAC to perform its duties of adding value to the information. Items **6.2.2** and **6.2.3** on the agenda are additional information that the JAPAC do not need to perform its duties of ensuring that sound governance is in place. Hence, these items were not discussed in the meeting.

##### 6.2.2 Revised Top Layer SDBIP for the financial year 2019/2020 – 1<sup>st</sup> adjustment budget

This item was not discussed due to the abovementioned reasons.

##### 6.2.3 Revised Top Layer SDBIP for the financial year 2019/2020 – 2<sup>nd</sup> adjustment budget

This item was not discussed due to the abovementioned reasons.

#### RESOLVED

The JAPAC noted the reports on SDBIP: Second Quarter (October 2019 – December 2019) for the financial year 2019/2020.

#### 6.3. DEBT COLLECTION REPORT

The Debt Collection Report: Second Quarter (October 2019 – December 2019) for the financial year 2019/2020 was presented to the JAPAC for review.

The CFO gave an update on the status of debt collection and indicated that the municipality is stable in terms of debt collection.

A few comments were raised, regarding debtors older than 90 days. The Chairperson of the JAPAC requested that an analysis for debtors older than 90 days be provided in the next JAPAC meeting.

#### RESOLVED

The JAPAC noted the Debt Collection Report: Second Quarter (October 2019 – December 2019) for the financial year 2019/2020.

#### 6.4. CREDITORS REPORT

The Creditors Report: Second Quarter (October 2019 – December 2019) for the financial year 2019/2020 was presented to the JAPAC for review.

A few comments/ questions on the report were raised and discussed with the CFO, regarding the list of Top 20 Creditors (Attachment A of the Creditors Report).

#### RESOLVED



The JAPAC noted the Creditors Report: Second Quarter (October 2019 – December 2019) for the financial year 2019/2020.

#### 6.5. AUDIT ACTION PLAN AS AT 21 FEBRUARY 2020

The JAPAC reviewed the content of the Audit Action Plan, a few comments were raised. The Municipal Manager (MM) raised his concerns about two findings on the Audit Action Plan relating to "irregular expenditure" and "piggyback".

#### RESOLVED

The JAPAC noted the Audit Action Plan as at 21 February 2020 for the financial year 2019/2020.

#### 6.6. RISK MANAGEMENT

##### 6.6.1 Risk Register Report as at 06 February 2020 (High Risks)

The Risk Register Report dated 06 February 2020 was presented to the JAPAC for review. A few comments/ questions were raised and discussed with the CRO, regarding the risk assessment process and a potential change to risk ratings in the near future.

##### 6.6.2 Risk Management Activities and Implementation Plan

The Chief Risk Officer (CRO) presented and gave an overview/ content of the Risk Management Activities and Implementation Plan.

A few comments/ questions were raised and discussed with the CRO, regarding actions for which due dates have passed, yet they are still "In progress" or "Not complete", as indicated in the "Risk Management Activities and Implementation Plan".

The CRO also indicated that they completed the interview process in respect of the appointment of the risk intern and that by next month (April 2020) the CRO will have someone to assist her.

##### 6.6.3 Minutes of the Risk Management Committee Meeting - 30/01/2020

The minutes of the Risk Management Committee Meeting held on 30 January 2020 were tabled in the meeting.

The JAPAC made a comment on the minutes and encouraged, with reference to page 6 of 12, number 5.4 of the minutes that the Terms of Reference (TOR) get formalised and the accountability and responsibility be well-defined. The JAPAC further acknowledged the progress of the Risk Management Committee and commended the fact that risks are not viewed in isolation and that is how it should happen.

#### RESOLVED

The JAPAC noted all the reports from Risk Management.

#### ❖ SOCIAL MEDIA EMERGING RISK – REPUTATION OF THE MUNICIPALITY

The JAPAC raised their concern about the ongoing social media reports thus creating a bad reputation for the municipality on social media (i.e. Facebook) and enquired on the actions taken by the municipality to address these issues and the possibility of raising it as emerging risks in the risk register as a reputational risk.

Upon discussion, a number of possible solutions to address the matter were examined and the municipality is still in a process of finding the best possible solution to address this matter.

#### 6.7 COMPLIANCE WITH GIFT POLICY – GIFT REGISTERS FROM DIRECTORATES



The JAPAC reviewed the content of the Gift Register tabled in the meeting, a few comments/questions were raised. The JAPAC enquired about how is it possible that only Cllr Brice received a gift box of Wine. The Mayor responded that Cllr Brice attended a meeting with Cape Epic, who gave gift boxes (wine) to the people who attended the meeting and that Cllr Brice was the only councillor who attended and received a gift, *i.e.* box of wine.

**RESOLVED**

The JAPAC noted the Gift Register and its content.

**7. CAE STATUS REPORT(S)**

**7.1 2<sup>nd</sup> CAE Report – status update for 2019/2020**

The CAE indicated in his status report that after consultation with both the MM and Director: Management Services it was agreed that IAS will start with a process of internal capacitation. This process entails capacitating the IAS department with placing the two current interns *i.e.* Ms Nolusindiso Tsholoba and Mr Sandiso Makwetu on the **Diploma: Internal Audit Technician (IAT)** programme for 24 months, which requires a structured training and an assessment after completion of each module. At the moment, the workload assigned to the previous/ resigned Internal Auditors *i.e.* Ms Z Mazuthu and Mr R Africa has been re-assigned to the CAE and Internal Auditor, Mr E Essop, in addition to their current roles and responsibilities.

The CAE also indicated that there were no scope limitations and impairment experienced regarding the independence and objectivity of Internal Audit Services for the second quarter period.

It was also agreed in the meeting between the JAPAC and the CAE that, due to the departure of the two Internal Auditors, the current Risk-Based Audit Plan needs to be reviewed by the CAE. The CAE to communicate the results of his review to the JAPAC.

**RESOLVED**

The JAPAC noted the CAE status report and its contents.

**7.2 Internal Control Policy Statement**

The CAE presented the Internal Control Policy Statement, no comments/ questions were raised.

**RESOLVED**

The JAPAC approved and adopted the Internal Control Policy Statement.

**7.3 Fraud Prevention and Anti-Corruption plan**

The CAE presented the Fraud Prevention and Anti-Corruption plan, no comments/ questions were raised.

**RESOLVED**

The JAPAC considered the Fraud Prevention and Anti-Corruption plan and recommended same for adoption by Council.

**7.4 Quality Assurance and Improvement Programme**

The CAE presented the Quality Assurance and Improvement Programme, no comments/ questions were raised.

**RESOLVED**

The JAPAC approved and adopted Quality Assurance and Improvement Programme.

**8. INTERNAL AUDIT REPORTS**





**8.1 Key Controls Assessment: Bi-Annual (July 2019 – December 2019) for the financial year 2019/2020**

The report was presented to the JAPAC. The CAE indicated that the report is positive and that all findings were resolved and no comments/ questions were raised with regard to the report.

**RESOLVED**

The JAPAC noted the report relating to Key Controls Assessment: Bi-Annual (July 2019 – December 2019) for the financial year 2019/2020.

**8.2 Predetermined Objectives (PDO's): Second Quarter (October 2019 – December 2019) for the financial year 2019/2020**

The report was presented to the JAPAC. The CAE indicated that the report is positive and no comments/ questions were raised with regard to the report.

**RESOLVED**

The JAPAC noted the report relating to Predetermined Objectives (PDO's): Second Quarter (October 2019 – December 2019) for the financial year 2019/2020.

**8.3 Combined Assurance Bi-Annual Review 1&2**

The report was presented to the JAPAC. The CAE indicated that the combined assurance model is a work-in-progress. Findings in certain respects were identified, which are currently being addressed.

**RESOLVED**

The JAPAC noted the report relating to Combined Assurance Bi-Annual Review 1&2.

**8.4 Division of Revenue Act**

This item was not discussed in the meeting as the report is still with the management for management comments. The CAE indicated that the report will be presented in the next JAPAC meeting.

**8.5 Limited specialised emergency vehicles (fire, rescue and disaster management)**

This item was not discussed in the meeting as the report is still with the management for management comments. The CAE indicated that the report will be presented in the next JAPAC meeting.

**8.6 Matters struck from the court roll**

This item was not discussed in the meeting as the report is still with the management for management comments. The CAE indicated that the report will be presented in the next JAPAC meeting.

**8.7 Lack of disaster management function**

This item was not discussed in the meeting as the report is still with the management for management comments. The CAE indicated that the report will be presented in the next JAPAC meeting.

**RESOLVED**

The JAPAC noted that the reports relating to items 8.4 to 8.7 of this meeting will be presented in the next JAPAC meeting.

**9. AUDIT FINDING(S) TRACKING REGISTER (FOLLOW-UP REGISTER)**



Joint Audit & Performance Audit Committee Meeting  
Minutes of Meeting: 03 March 2020

The CAE gave an overview of the Audit finding(s) tracking register, few comments/ questions were raised and discussed, pertaining to the due date of the agreed management actions.

The chairperson requested that an actual date be put in under the column of "Due Date" in the Audit Findings Tracking register, instead of the financial year (i.e. 2020/2021).

**RESOLVED**

The JAPAC noted the Audit finding(s) tracking register.

10. **GENERAL**

No items were listed for discussion.

11. **NEXT MEETING**

The next JAPAC meeting will be held on the 29<sup>th</sup> of April 2020 at 14:00.

12. **CLOSING**

The meeting closed at 16:22.

**B VAN STAADEN**  
**CHAIRPERSON**

24 June 2020

\_\_\_\_\_  
**DATE**





Joint Audit & Performance Audit Committee Meeting  
Minutes of Meeting: 03 March 2020



**ATTENDANCE REGISTER OF THE JOINT AUDIT AND PERFORMANCE AUDIT  
COMMITTEE (JAPAC) MEETING**

Held in the Committee Room (Glaskas) White House, Civic Centre, HERMANUS,  
on Tuesday, 03 March 2020 at 14:00.

1. Do you or your partner have any financial or other interest in the subject matter of the meeting, which may be considered as constituting a real, potential, or apparent conflict of interest? Y/N
2. Is there anything else, or the perception by others, that could affect your objectivity and independence in this meeting? Y/N

*By signing this register, I hereby declare that the disclosed information is correct and no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform the meeting of any status changes that may be brought to light as a result of any issue that may arise as the meeting progresses. I also undertake to timely inform the department of any changes in these circumstances during the period.*

**JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE MEMBERS**

NAME	POSITION	SIGNATURE	QUEST.1	QUEST.2
B Van Staaden	Chairperson JAPAC		No	No
R Kingwill	Member		No	No
M Mdludlu	Member		No	No
M Koekemoer	Member		No	No
G Sertontein	Member		No	No

**INTERNAL AUDIT SERVICES**

NAME	POSITION	SIGNATURE	QUEST.1	QUEST.2
D Van Der Heever	Chief Audit Executive (CAE)		No	No
E Essop	Internal Auditor		No	No
N Tsholoba	Intern: Internal Audit		No	No
S Makwetu	Intern: Internal Audit		No	No



ATTENDANCE BY INVITATION

NAME	POSITION	SIGNATURE
Aid D Coetzee	Executive Mayor	<i>[Signature]</i>
Cllr R de Coning	Finance Portfolio	<i>[Signature]</i>
Cllr A Komani	Management Services Portfolio	<i>[Signature]</i>
C Groenewald	Municipal Manager	<i>[Signature]</i>
D Arrison	Director: Management Services	<i>[Signature]</i>
S Reyneke- Naude	Director: Finance (CFO)	<i>[Signature]</i>
R Louw	Senior Manager: Strategic Services	<i>[Signature]</i>
Z Mazuthu	Chief Risk Officer	<i>[Signature]</i>
M Koekemcer	JAPAC member	<i>[Signature]</i>